



The Hal yard

A weekly newsletter for Virginia's Library Media Specialists

October 22, 2004

Charlie's chatter

This fall I have taken two great road trips. One to upstate New York and then this past weekend was my annual drive along Virginia's Blue Ridge Parkway. The weather on Sunday was not the most cooperative. We drove through patches of intense fog and heavy mists of rain, only to round a curve and be in the bright sunlight. At one point we pulled into an overlook to see what appeared to be an ice flow covering the mountains and valleys with the taller ranges of mountains looking like islands in the ice. It was actually a very thick cloudbank. Watching in both directions, we could see two clouds join and block our view of the mountains across the valley. It was so beautiful. (I would should you pictures, but my camera's batteries decided to expire!)



Near Dolgeville, NY

The drive reminded me of how we never know what is around the next curve and that we must be prepared to adjust our sails at a moments notice. The driver's flexibility and responsiveness to changing weather conditions were crucial to our safety. Your ability to respond to the changing needs of your faculty and staff are crucial to the success of your library's program.

Sail on and sail safely!

Technical Issues with Gale

- Before calling, emailing Matt (at Gale) or Charlie, check the school listing at: http://access.gale.com/cgi-bin/va/school_members.pl?type=pub to verify that your school is already registered.
- If your school **IS** on the list, then directions for accessing the databases can be found at http://access.gale.com/cgi-bin/va/school_members.pl?type=pub
- If your school is **NOT** listed, contact your division technology coordinator. If the technology contact person needs to register your schools then go to http://access.gale.com/va/school_registration.html



Training Materials for Gale and SIRS

Lots of great materials may be found at:

http://www.gale.com/free_resources/marketing/find_yourself/index.htm

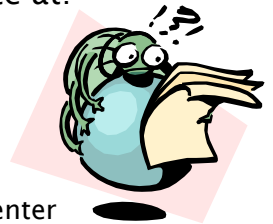
<http://www.vpl.lib.va.us/databases/gale/train.htm>

<http://www.proquestk12.com/lsm/discoverer.shtml>

Most Requested Information

Here are links and answers to some of the most frequently asked questions regarding school libraries. The Standards of Quality and the Standards of Accreditation may be downloaded from the DOE web site at:

<http://www.pen.k12.va.us/VDOE/Accountability/accreditation.htm>



From the Standards of Accreditation:

8 VAC 20-131-190. Library media, materials, and equipment.

A. Library Media Services. Each school shall maintain an organized library media center as the resource center of the school and provide a unified program of media services and activities for students and teachers before, during, and after school. The library media center shall contain hard copy, electronic technological resources, materials, and equipment which are sufficient to meet research, inquiry, and reading requirements of the instructional program and general student interest.

B. Materials and Equipment. Each school shall provide a variety of materials and equipment to support the instructional program.

Staffing Requirements:

8 VAC 20-131-240. Administrative and support staff; staffing requirements.

A. Each school shall have the staff as specified in the Standards of Quality with proper licenses and endorsements for the positions they hold including:

3. **Librarian**; elementary: part-time to 299, one full-time at 300; middle: one half-time to 299, one full-time at 300, two full-time at 1,000; secondary: one half-time to 299, one full-time at 300, two full-time at 1,000.

6. **Clerical**; elementary: part-time to 299, one full-time at 300; middle: one full-time and one additional full-time for each 600 beyond 200 and one full-time for the library at 750; secondary: one full-time and one additional full-time for each 600 beyond 200 and one full-time for the library at 750.

From the Standards of Quality

H. Each local school board shall employ, at a minimum, the following full-time equivalent positions for any school that reports fall membership, according to the type of school and student employment:

3. Librarians in elementary schools, one part-time to 299 students, one full-time at 300 students; librarians in middle schools, one-half time to 299 students, one full-time at 300 students, two full-time at 1,000 students; librarians in high schools, one half-time to 299 students, one full-time at 300 students, two full-time at 1,000 students;

5. Clerical personnel in elementary schools, part-time to 299 students, one full-time at 300 students; clerical personnel in middle schools, one full-time and one additional fulltime for each 600 students beyond 200 students and one full-time

for the library at 750 students; clerical personnel in high schools, one full-time and one additional full-time for each 600 students beyond 200 students and one full-time for the library at 750 students.

Southern Accreditation Standards

<http://www.sacscasi.org/region/standards/index.html>

Human Resources

Membership	1 - 249	250 - 499	500 - 749	750 - 999	1000 – 1249	1250 – 1499	1500 - up
Administrative Head	1	1	1	1	1	1	1
Administrative or Supervisory Assistants	0	.5 0 (elem)	1 .5 (elem)	1.5 1 (elem)	2 1.5 (elem)	2.5 2 (elem)	One (full-time equivalent) staff member shall be added <i>where</i>
Guidance Professionals	.5	1 .5 (elem)	1.5 1 (elem)	2 1.5 (elem)	2.5 2 (elem)	3 2.5 (elem)	<i>needed for each additional 250 students over</i>
Library or Media Specialists	.5	1	1	1	2* (secondary) 1 (middle-elem)	2* (secondary) 1 (middle-elem)	1,500.
Support staff for administration, library media, or technology	1 .5 (elem)	2.5 1 (elem)	4 1.5 (elem)	4.5 2.5 (elem)	5 3 (elem)	5.5 3 (elem)	6 3 (elem)

Material Resources

In fulfillment of this standard, the school operates a library media center that:

6.21 Maintains a comprehensive materials collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;

6.22 Provides a balanced collection of a minimum of 10 books per student; (see note 5 and 6)

6.23 Ensures that all students and staff members have regular, ready access to media services, materials, and equipment;

6.24 Employs a currently accepted circulation system for materials;

6.25 Provides training on effective use of media resources for students and members of the professional staff;

6.26 Ensures that the media staff collaborates with other professional staff members to attain maximum benefit from the resources;

6.27 Possesses a policy and procedure for responding to challenged materials;

6.28 Budgets sufficient funds for library media services and resources, including equipment, to support the curricular and instructional programs; and

6.29 Possesses and communicates a policy on use of the Internet.

Notes

5 Middle and Secondary Schools with enrollment in excess of 1,500 students must provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students must provide at least 10,000 usable volumes. New schools must have at least four volumes per student upon opening and meet the collection requirements within three years.

6 Books available in electronic format may be counted for up to 25% of the number of books required for the school. In determining the number of books available in electronic format, the same title should be counted only once.